

Dear Remote ISTE Presenters,

Thank you to those of you who were able to participate in our Remote ISTE presenter conference call last week. For those who were not, this letter is intended to summarize the information that was covered and recap the “To Do”s for presenters.

We have 50 individuals and three group sites (St. Agnes Academy in Memphis, TN; Metropolitan Nashville Public Schools in Nashville, TN; and Oklahoma Department of Career and Technology Education in Stillwater, OK) participating in Remote ISTE this year. The individuals will be participating on the web via Adobe Connects. The group sites will be participating primarily via live interactive videoconferencing (IVC), although they will have access to Adobe Connects as well.

Concurrent Sessions

For our **four concurrent session presenters (Adam, Cathie/Elliot, Gail/Panel, and Jason)**, our intent is to impact your sessions as little as possible. Video and audio of you will be sent to the remote audiences. Your content will be mixed with your video feed for the IVC audience. For the web conference audience, your content will be pre-loaded into the web conference room and a volunteer in the audience of Room 113BC will advance your slides (and play your videos) as you progress.

We encourage you to acknowledge the remote audiences as you would the local audience seated in the session room (i.e. acknowledge their presence and welcome them). Also, should you take questions from the local audience at any time during your session, we would encourage you to consider taking questions from the remote audiences as well.

For the remote IVC audience, there will be a monitor at the front of the room facing the stage that will enable you to see them. You will be able to see remote audience members raising their hand. Call on the IVC audience member and we will turn on their audio so you can hear them.

For the Adobe Connects audience, there will be a facilitator seated at the front of the room monitoring their questions via a chat window. He or she will raise his/her hand if the remote audience has any questions.

Workshops

Howie’s workshop will be delivered to the Remote ISTE group sites via IVC from IVC Ops (Room 111A). The set up should be the same as last year, but you can contact Craig directly if you have any questions.

Susan and Tammy’s workshops will be delivered simultaneously to individual Remote ISTE and Virtual Workshop audiences via Adobe Connects from the Virtual Workshop studio (Room 300). Debren will be covering all the particulars in your one-on-one rehearsals with her, and she is your “go to” gal for any questions you may have.

Submitting Your Presentation Slides & Videos

Because Adobe Connects cannot display videos embedded within presentation slides, we are asking each of you (session & workshop presenters alike) to provide your presentation slides in advance along with any embedded videos as separate files so that we can pre-load them into Adobe Connects. During

your sessions, the in-room facilitator will follow along and manipulate this duplicate set of slides and videos within the Adobe Connects environment as you advance your own set of slides on stage. **Please send your presentation slides and videos to Debren Ferris (dferris@iste.org) by Monday, June 20 if at all possible, or certainly no later than Friday, June 24.**

Submitting Your Workshop URLs & Prerequisites

In addition, we would further like to ask [Howie, Susan, and Tammy](#) to provide us with:

1. a list of prerequisite hardware and software that participants will need in order to participate in your hands-on workshops, and
2. a list of any website URLs you are planning to have participants visit during your workshop.

We plan to give this information to both individual and group site participants so they may have the necessary equipment to participate and be able to identify any potential firewall issues in advance.

Answering Questions on Remote ISTE Google Site

As part of our effort to demonstrate a variety of distance learning technologies and model best practices for using those technologies for distance learning, the Remote ISTE team has launched a Google site (<https://sites.google.com/site/remoteste/home>) to host facilitated pre- and post-conference discussions and activities designed to give those who are unable to travel to Philly a chance to participate in some of the conference events and learn more about ISTE.

In particular, our facilitators will be hosting post-conference discussions for a period of two weeks after the conference, and we hope that you will be receptive to receiving emails from them should any of the questions pertain to your session. Or, better yet, you are welcome to visit the site and participate directly, although it is not expected or required.

That should about cover it, but if you have any additional questions or concerns, please do not hesitate to contact us.

Sincerely,

The Remote ISTE Team

Debren Ferris, ISTE Webinar Manager

Anita McAnear, ISTE 2011 Program Chair

Craig Mollerstuen, Remote ISTE Program Chair

Laurie Thornley, ISTE 2011 Program Manager